



Explore



Engage



Experience



Embark



Elevate

Follow Up Email

Sending follow up emails is an essential part of any job search. Send emails to those who provide information, advice, or referrals during your job search; even someone who offered advice during a telephone/virtual conversation.

Write the email as soon as possible to give it the greatest impact. Remind the reader of what was discussed, and comment on how you plan to act on the information, advice or referral you received.

Remember, your professional presentation during the job search is often the only indication a manager has of how you will present yourself on the job.

Quick Tips:

- Write and send a follow up email soon after meeting or having a conversation (within 24-48 hours)!
- Use the same heading (contact information) from your résumé.
- Refer to something you learned about the company or position.
- Include something you forgot to mention in your conversation.
- Reinforce the most important aspects of your qualifications.
- Restate your interest in the position, if it was part of the conversation.
- Show confidence and enthusiasm.

FOLLOW UP EMAIL EXAMPLE

Chris Williams

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November 2, 20XX

Ms. Jane Baxter, Vice President
Texas Commerce Bank
25 South Street, Ft. Worth, Texas 76052

Dear Ms. Baxter:

It was indeed a pleasure speaking with you yesterday to discuss opportunities in commercial banking. Your planned expansion is most interesting, especially your ideas concerning outreach to small businesses.

My experience working for several small service businesses in Dallas while completing my degree has made me particularly sensitive to the unique needs of small business owners. As you learned from our conversation, I have also worked as a bank teller and understand the bank's commitment to customer service.

I remain very interested in the commercial banking representative position. I am confident that my skills and experience would be a valuable addition to your team. I look forward to hearing from you soon.

Sincerely,

Chris Williams